



CAREER OPPORTUNITY

CITY OF LA HABRA, CALIFORNIA
HUMAN RESOURCES DEPARTMENT * P.O. BOX 337 * 90631
201 E. LA HABRA BLVD. * LA HABRA, CA * (562) 383-4000

CIVIC CENTER

HOUSING SPECIALIST/ASSOCIATE PLANNER* (A-60/1)

*\$4,221/mo. - \$5,940/mo. (\$24.356/hr. - \$34.271/hr.)

**\$4,471/mo. – \$6,291/mo. (25.796/hr. - \$36.297/hr.)

The City of La Habra is conducting a recruitment to fill the position of Housing Specialist/Associate Planner in the Community and Economic Development Department. Employees hired after January 1, 2013 and who are new to CalPERS, or are returning CalPERS members with a break in service greater than six months, will be enrolled in the 2% @ 62 retirement plan formula and will be required to pay 50 percent of the normal PERS cost.

Definition:

Under the direction of the Economic Development and Housing Manager, performs a variety of complex tasks in the development, implementation and delivery of housing program activities, neighborhood enhancement programs, operations, and services to program participants funded with CDBG, HOME and Housing Authority (20% Set Aside funds). In addition, assists with planning functions, and extensive public contact. The ideal candidate will be able to demonstrate competency in the areas of housing and planning or have the ability to learn and be competent in those areas. The ideal candidate must demonstrate the ability to work in a dynamic work environment; interact with various levels of employees and the public, and deliver work products that are accurate and on time. There will also be opportunities for the candidate to contribute to the City's Economic Development efforts.

Essential Duties (*Duties may include, but are not limited to the following*):

- Assists in organizing, implementing and monitoring CDBG, HOME and Economic Development programs.
- Prepares the City's Consolidated Plan, annual Action Plan and Consolidated Annual Performance and Evaluation Report.
- Prepares housing program activities and reports performance through HUD'S Integrated Disbursement and Information system (IDIS).
- Performs a variety of specialized and technical duties relating to the inspection and coordination of residential rehabilitation construction.
- Coordinates and participates in the processing of applications for residential rehabilitation loans and grants.
- Conducts screening interviews with loan and grant applicants to determine eligibility for residential rehabilitation programs.
- Conducts screening interviews for loan underwriting prequalification to determine eligibility for a Down Payment Assistance Program.
- Prepares and/or coordinates the completion of related estimates, construction contracts, loan documents and the distribution of payments.
- Prepares and reviews environmental clearance documents and monitors labor standard compliance.

Equal Opportunity Employer – women and minorities encouraged to apply

- Researches, analyzes, and interprets population, housing, social, economic and other specialized studies of the City.
- Performs various types of Business Outreach and Business Retention activities.
- Creates maps of various geographical areas & boundaries within the City.
- Responds to inquiries and explains procedures orally at the public counter and in writing.
- Interprets local, state and federal Planning and Housing policies laws and ordinances.
- Prepares reports and makes recommendations as needed.
- Works with consultants providing housing and community development services to the City.
- Interfaces with public service organizations (e.g., community non-profit groups) receiving CDBG funding support and performs sub recipient monitoring of all CDBG awardees to ensure compliance and performance with all applicable laws.
- Evaluates and administers City development standards and land use and zoning requirements.
- Evaluates design issues.
- Evaluates and proposes final revisions to major planning, transportation and zoning policies, practices and procedures
- Interprets and applies City policies and practices.
- Performs other related duties as required.

Qualifying Knowledge, Skills, and Abilities:

General Knowledge of: modern principles, practices and techniques of grant application and administration, program and project management; principles, concepts, systems, procedures and methods of urban and regional planning and land use and architectural design; basic concepts of public administration in a municipal government; computer applications related to grant and project administration; proper English usage, spelling, grammar and punctuation; budget development, preparation and administration.

Ability to: develop, coordinate and monitor grants and assigned programs and projects; operate a computer and use various software programs (i.e. GIS, MS Word, Excel, PowerPoint); prepare a variety of reports and presentations; research, collect and analyze information related to grant funded programs and assigned projects; interpret, apply and enforce a variety of rules and regulations including grant requirements; communicate in an effective manner with other employees, interest groups and governmental agencies; understand and carry out verbal and written instructions; establish and maintain cooperative working relationships with those contacted in the course of work.

Education/Experience Requirements: Equivalent to a Bachelor's degree from an accredited college or university with a major in business, planning, public administration or related field. An advanced degree from an accredited institution in Urban Planning or a related field is desirable. Professional experience in urban planning, regional planning, economic development or redevelopment and affordable housing programs, including work as a project manager or work in a lead capacity is recommended and 4 years of professional experience is desirable.

License Requirement: Must possess and maintain a valid California Class C driver's license.

Application Procedure: Applications are available on the City's website at www.lahabraca.gov or in the Human Resources Department. Completed applications must be submitted to the Human Resources Department **prior to 5:30 pm on Thursday, July, 30 2015.** Applications will be screened and those who appear to best meet the needs of the City will be invited for an oral interview and written exam. The final candidate must successfully complete a medical exam, drug screening, employment history verification, DMV check, and will also be fingerprinted.

If any accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least 5 days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

This bulletin is not a contract, neither expressed nor implied. Any provision herein may be modified or revoked.

**Hired on or after 7/1/2010*

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